

DOVER AREA SCHOOL DISTRICT

COMPUTER CURRICULUM PLANNED INSTRUCTION/CURRICULUM GUIDE

PART A

COURSE DESCRIPTION: Fourth grade computer instruction is intended to provide an opportunity for students to familiarize themselves with a computer and its functions in the classroom and the computer lab. Students will develop keyboarding and document management skills.

GRADE(S): 4 **COURSE LENGTH:** 1 Year **DURATION:** As Stated **FREQUENCY:** As Stated

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TIME (WEEKS/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
4 classes	Proficiency in file management <ul style="list-style-type: none"> Save, print, retrieve, open (external and internal storage) 	3.6.4 B P	Teacher demonstration and student demonstration in lab.	Display device projector for demonstration, teacher created poster or chart based upon lab/classroom procedures.
1 class	<ul style="list-style-type: none"> Identify basic computer communication systems (Examples: Web browser, Email, On-line services) 	3.7.4 E P	Discussion and teacher demonstration.	Display device projector for demonstration, and literature.
Minimum of 7 classes per marking period	Keyboarding	3.6.4 DS2	Tutorial computer program (<i>Type 2 Learn</i>)	Tutorial computer program, charts and poster.
3 classes	Proficiency in basic word processing skills <ul style="list-style-type: none"> Fonts, bold, underline, italicize, editing, center 	3.7.4 D1 P	Teacher demonstration and student demonstration in lab/classroom.	Display device projector for demonstration, and word processing program.

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PART B

GRADE: 4

OPPORTUNITIES FOR INTEGRATION	ENRICHMENT, AND EXPANDED OPPORTUNITIES	REMEDICATION AND INTERVENTION STRATEGIES	ASSESSMENTS AND PORTFOLIO OPPORTUNITIES
Use of literature based upon technology Story creation/writing assignments Research projects. Communication Letter writing Respect for environment/equipment	Research projects On-line searches for level- appropriate questions Leveled <i>Compass</i> assignments	On-line searches for level appropriate questions. Leveled <i>Compass</i> assignments.	Hard copy of word processor assignment Word processor assignment saved to disk Teacher observation Worksheets Data collection for research project